

Carriage Park Condominium Association
Minutes from the Board of Directors Meeting
Wednesday, June 28, 2023

Attendees: Board Members Pat Streeter, Trudy Radiwon, Nancy Amato, Mike Moyer, Sheryl Vanden Berg; Dawn Bowman of Leadership Management

1. The meeting was called to order at 4:01 p.m.
2. Approval of the Agenda – Amended to add 10 J Old Business/Sprinklers
Mtn: Trudy, 2d: Nancy Approved
3. Approval of the Minutes from May 24, 2023 – accepted as written. Mtn: Nancy 2d: Mike Approved
4. Approval of the May Operating Report-Nancy stated that the electric bill be reviewed-we are over budget. Dawn to call to see if there was a rate increase.
Mtn: Pat 2d: Nancy Approved
5. Officer Reports and Grounds Committee Report
Pat (President) no report
Trudy (Vice President) no report
Nancy (Treasurer) no report
Sheryl (Secretary) no report
Mike (Member at Large) Grounds Committee report follows in Old Business
6. Delinquent List:
Dealing with chronically delinquent accounts requesting general maintenance.
Reviewed list-several co-owners will be receiving a 14-day letter.
[Redacted]-Dawn to request that the co-owner put together a plan to present to the board for repayment of past association dues.
7. Board and Management actions since the last regular board meeting on May 24, 2023
No new additions.
8. Management Report
 - a. Legal – [Redacted] now owes May and June dues plus \$50.00 in late fees. Late letters sent with no response from [Redacted]. The payments are going to the attorney.
Dawn to follow up with the co-owner.
 - b. Management drive-through and site status. Alan was on site on June 13th and 20th.
Numbers are being put on the backs of the units. Dawn received a phone call from 44917 Coachman Court regarding a bush that has fallen over on the utility box. Alan to trim the bush on his next site visit. Alan will look over the property. He is onsite every week.
Brightview was on site today and cleaned up the flower beds and is waiting on the mulch delivery. They pruned bushes in the complex.
9. Miscellaneous Updates/Requests
 - a. Request from [Redacted] for window glass replacement has been completed.
 - b. [Redacted] residence requested an inspection of the attic due to what they were told was rippling in the wall and could be moisture in the attic space. [Redacted] to possibly review

with Alan on his next site visit. [Redacted] to also see if he can find a name for an engineer to inspect the wall with the issue.

- c. Request from [Redacted] for inspection of crack in the basement wall. This is a pre-listing inspection request. This is settling of the unit, not structural.

10. Old Business

- a. Roof work-No decision needed at this time. When all bids are in, they will be provided to the Board for review and decision. Al's Roofing from Canton did not review the roofs yet due to the weather conditions.
- b. Tree Care – Reviewed Arbor Tree quote of \$5,630. Tammy from the Grounds Committee did a walk through on Saturday and had several questions regarding proposal for planting new trees on site. Dawn to request from Arbor Tree that they map out where the new trees are proposed to be planted. Dawn will be talking to Arbor this week about this request. Dawn to also include building #s for reference. Tabling the discussion to a later date for adding new trees to the property. Discussion about having the storm damaged trees trimmed using the quote from proposal #05302023 for tree work.
Mtn: Pat 2d: Trudy Approved
- c. Boring – Proposal by Robert Marasheski to re-feed the circuit going out to the pole lights in the entrance island. Boring underground from the pole light at Building 3 to island pole light 100 feet. \$4,695. The work needs to be done during the summer months to address the outdoor light pole issues. The wiring is very old and needs to be replaced. We will be using the Ground Maintenance Budget. Mtn: Pat 2d: Nancy Approved
- d. Privacy Fence Installation-Dawn to return to the site to remark the placement for the fences. Dawn to coordinate with Alan for a site visit in July.
- e. Painting of buildings – Tentative start of July 19th.
- f. Concrete – Quote K13430 dated 6/7/2023 - Armstrong Concrete - \$74,815. Pat asked if we should separate the work in phases instead of having the work done all at once. Mike stated that 2 sections of the sprinklers are under the current concrete. He met with Ed to review where the sprinkler lines were running. One possible suggestion was to remove concrete and repair the line and re-cement the driveways in areas that needed repair. Mike to review which areas needed the sprinkler line repairs. A possible suggestion was to retrench the sprinkler lines so that they do not need to go under the driveways. Dawn to contact Ed to reroute the lines instead of replacing concrete. Nancy asked if we have any plans to do any asphalt work this year along with the concrete work. Dawn is waiting for asphalt quotes for repairs that are needed and will forward them to the Board when they are received. Dawn stated that the water meter in Building 3 has not been reading the water usage since December. Dawn has contacted the Canton Water Department and a new water meter is needed. We will then find out how much water was used and be billed for it. Pat requested that Dawn prepare a proposal for the concrete, trees and asphalt work that will need to be done and what we can afford to complete this year.
- g. Bat Experts – Quote \$3,180 for Building #10. Dawn suggested to focus on unit [Redacted] instead of the whole building.
- h. Tree Planting Request – [Redacted] follow-up – Dawn has not heard back from the co-owner about what tree they would like to plant.
- i. Grounds Committee – The grounds committee completed a 2nd walk through and sent an update to the Board. Dawn stated that the day lilies on the berm are drought resistant and that they should be fine. The rosebush on the berm can be trimmed if needed. The weeds in the front island were taken care of today when Brightview was here. The May report from the Grounds Committee was reviewed. We might also have a grass fungus

issue. Dawn to have Brightview take a look at areas that show signs of distress. Several homeowners are driving on the grass near their driveways. They have received letters letting them know that they are responsible for repairing the damage. Alan to review if this has been done. There was discussion regarding the swale area and how the snow melt damages the grass near the swale area. Trudy stated that the snow melt used by the snow removal company has not damaged the grass in her area. Dawn to get recommendations from Brightview to update the four corners of the swale area. Discussion about the front sidewalk area at the far right unit of Building 17 being a trip hazard. Alan will review the area by the sidewalk. Parking curbs have moved during snow removal. Alan to possibly move them back into place. Trudy provided information to Pat regarding placing mulch around tree bases. Dawn recommends topsoil around the tree bases to cover the exposed roots. Possibly have Brightview give us recommendations for protecting the tree roots. Pat suggested possibly having the Grounds Committee invited to the last 20 minutes of the board meeting. Mike suggested possibly having Tammy invited to the meeting instead of the whole Grounds Committee. Dawn has suggested that she will be available for 2 additional meetings with the Board and the Grounds Committee at no additional cost to the board. Mike to report back to the Grounds Committee and let them know that some things will take time to get things completed and some things will need budget approval.

- j. Sprinklers – Mike met with Ed to walk the site to learn more about the sprinklers. A quote is needed for repairs to the current issues and leaking lines. Suggestion by Mike that a Water Control Committee be set up to learn how to turn off the lines if the sprinklers are not needed. This is a possible way to save some money. The Water Control Committee would be given a key to open the sprinkler boxes and turn off the water if needed.

11. New Business – None

12. Next Board Meetings – Wednesday, July 19 at 4 p.m.
Wednesday, August 30 at 4 p.m.
Annual Meeting Wednesday, September 20th
6 – 6:30 p.m. sign in
6:30 p.m. meeting

The meeting adjourned at 5:48 p.m.

Sheryl Vanden Berg
Sheryl Vanden Berg, Secretary